

Fee Structure and Merit Scholarship Scheme

Academic Session: September 2019 –2020



University College Lahore Business School Multan

Admission Procedure

- The completed application form must be received by the Admissions Office along with:
 1. Eight (8) passport size photographs;
 2. Admission Fee and Security Deposit as stated inside
 3. Documentary evidence (with English translation where applicable) of the following:
 - a) name and date of birth e.g. copy Birth Certificate/copy CNIC/copy of the passport;
 - b) qualifications listed in the application form;
 - c) academic reference;
 - d) Character certificate from the previous institution.
- Applicants having the requisite qualifications are called for an interview (in case of CertHE programmes, applicants have to take a written test).
- Confirmation or rejection of admission is communicated to the applicants within 10 days of the date of the interview.
- Applicants accepted for admission must complete their enrolment on or before the date stated in the Admission Offer Letter.
- Applicants not accepted for admission are refunded the Admission Fee and Security Deposit LESS
- Rs 1,000 which is the application processing fee.

Course Fee and Payment Schedule – BSc Business Administration (BBA)/CertHE leading to BSc Business Administration (BBA)

Admission Fee (payable once at the time of submission of application)	Rs. 50,000
Security Deposit (payable once at the time of submission of application)	Rs. 15,000

BBA

Tuition fee and other charges

Date payable: at the time of admission

Tuition Fee	Rs. 190,000
Library charges (Course books provided- payable in each year of study)	Rs. 40,000

Date payable: at the time of admission

University of London Application Handling Fee (new admissions – payable once)	£ 97
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Date payable: by 5th October

University of London Initial Registration Fee (new admissions – payable once)	£ 1,500
Continuation Fee (2 nd year and 3 rd year students)	£ 750

Date payable: by 25th November

Tuition Fee	Rs 190,000
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Date payable: by 12 January

University of London Examination Fee	£ 360/per unit
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CertHE Leading to BBA

Tuition fee and other charges

Date payable: at the time of admission

Tuition Fee	Rs. 200,000
Library charges (Course books provided- - payable in each year of study)	Rs. 20,000

Date payable: by 5th October

University of London Initial Registration Fee (new admissions – payable once)	£ 750
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Date payable: by 25th November

Tuition Fee	Rs. 200,000
Library charges	Rs. 20,000

Date payable: by 12 January

University of London Examination Fee	£ 360/unit;
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Late payment charges - (University of London)	£ 100
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Note:

- Students doing projects are charged Rs 7,000 per year in addition to the above stated dues.
- Examinations are conducted by the British Council which charges a fee in rupees which ranges between Rs.20,000 to Rs. 25,000 for 4 subjects and 30,000 to 35,000 for 6 subjects
- Students taking less than 4 subjects in a year are charged the fees at the following rates:
- 3/4 subjects: Full Tuition Fee 2 subjects: 2/3rd Tuition Fee 1 subject: ½ Tuition Fee
- Examination Entry will be forwarded to the relevant Examining Board only if all dues have been paid in full.
- All local fees paid except security deposit are subject to 5% tax payable to the Govt of Pakistan.

Merit Scholarship Scheme

(Subject to payment of fee on time)

First Year

Students entering the programme with A- Level or BA/BSc/B.Com qualification

4 A grades at A- Level OR 85% or above marks in BA/BSc/B.Com:	Rs. 100,000/academic year
3 A (or 2 A and 2 B) grades at A- Level OR 75%-84% marks in BA/BSc/B.Com:	Rs. 75,000/academic year
2 A (or 1 A & 2 B or 4 B) grades at A- Level or 65%-74% in BA/BSc/B.Com:	Rs. 25,000/academic year

Subsequent Years

The scholarship in the subsequent years is awarded on the basis of the marks attained in the University of London examinations in each year.

For entitlement of scholarship, the student must have sat for 4 full new units in that year and must have passed these subjects at first attempt. Scholarship will not be paid on re-sit subjects.

Second and Third Year

85% or more	Rs. 25,000 per full unit/academic year
80% - 84%	Rs. 15,000 per full unit/academic year
70% - 79%	Rs. 12,500 per full unit/academic year
65% - 69%	Rs. 5,000 per full unit/academic year

Other Rules

Merit Scholarship will be paid in the current academic year on the basis of the results in the previous academic year subject to the following conditions:

- a) The student is studying at the College and all dues, including tuition fees, are paid up to date
- b) The student has obtained at least 60% marks in the final internal report.
- c) The scholarship is paid on a pro rata basis if the number of subjects taken is less than four.
- d) The administration reserves the right to withdraw the scholarship on occurrence of any of the following:
 - a) Gross misconduct
 - b) Two suspensions from college
 - c) Less than 80% attendance
 - d) Abstention from term exams

The scholarship cannot be availed by students who have received fee concession due to hardship or on kinship grounds (ie their two brothers/sisters are already at the College) or any other ground or who have been granted the deferred fee facility.

Mode of Payment

Merit Scholarship is for the academic session and is paid in 3 equal instalments in the following months:

December, April and August. Final year students receive scholarship in 2 equal instalments (December and May)

Rules and Procedures

1. Students paying the fee in instalments are issued the fee cards well in advance of the last date of payment of the tuition fee. Fee cards are sent to parents through the students. If the fee card is not received by the parent, the parent MUST contact the College regarding this matter.
2. In case fee card is lost /misplaced, a charge of Rs. 100 is made to prepare a duplicate card.
3. After the final date of payment, the fee may be paid within the grace period of ten days, with a fine of Rs. 2,000.
4. If the fee is paid by cheque and the cheque is returned unpaid by the bank, a charge of Rs. 1,000 is made to cover administrative costs in addition to the late fee charges (if applicable).
5. After the grace period is over, the student's name is subject to cancellation, and re-admission of the student is conditional upon:
 - i) the payment of half Admission Fee,
 - ii) the full payment of all outstanding dues,
 - iii) a vacancy in the class since the place might have been offered to another applicant, and
 - iv) recommendation by the Head for re-admission of the student.
6. The Admission Fee and Security Deposit are payable once only at the time of admission. The Admission Fee is not refundable.

The security Deposit is refundable only when:

 - a) the student leaves the College
 - b) tuition fee are not outstanding, and
 - c) no deductions are due against the deposit.
7. Security Deposit must be claimed within three years of the College leaving date. After this period the deposit shall not be refunded.
8. Tuition fee once paid is not refundable irrespective of whether the student leaves the course voluntarily or is asked to leave the course on academic, discipline or any other grounds.
9. Tuition fees normally increase at the rate of 10% per year.
10. College Leaving Certificates/Results etc are issued within a period of ten working days on the presentation of Accounts Clearance Certificate.
11. A set of three Transcripts/testimonials is issued free of cost. A fee of Rs 200 is charged for each further transcript. At least ONE week's notice is required for the preparation of the transcripts etc.
12. **Fees paid in cash are ONLY received by the bank(s) approved by the College. Fees paid by cheque are received by the College Accounts Office.**
13. After paying fee to the bank, the Parent's copy of the Fee Card MUST immediately be presented to the Accounts Office.

The college reserves the right to change or amend the rules/conditions stated.